



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 14-R-2261973

REQ. AGENCY : 005000
DEPARTMENT OF CORRECTIONS
AGENCY REQ. NO. : CUPS/BAG/T
T-NUMBER :
DATE ISSUED : 03/28/14
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1532012
BUYER NAME : WENDY PENTON

FOR: CUPS CONICAL/PAPER BAGS/TRAY SERVING

BUYER PHONE NO. : (334) 353-7176-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 04/08/14 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 04/09/14 TIME: 2:00 PM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT WWW.DHS.GOV/E-VERIFY.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

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VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS OF THE BID AS INDICATED.

BIDDERS MAY SUBMIT ONLY THE REQUIRED PAGES OF THE BID WITH ATTACHMENTS.

*****ATTENTION: SEE ATTACHMENT TO BID!*****
(VENDORS MAY RETURN WITH ITB RESPONSE)

BIDDING VENDORS MAY SUBMIT A COPY OF THEIR E-VERIFY MOU INFORMATION WITH THEIR ITB RESPONSE OR (IF APPLICABLE) MAY COMPLETE AND RETURN THE LETTER ATTACHMENT TO THIS ITB WITH THEIR RESPONSE.
(SEE ATTACHMENT TO THE ITB)

FIRM PRICING:

ALL PRICES BID MUST BE HELD FIRM FOR 45 (FORTY FIVE) CALENDAR DAYS AFTER THE BID OPENING. IF A PURCHASE ORDER IS ISSUED, PRICING MUST BE HELD FIRM UNTIL COMPLETION OF THE PURCHASE ORDER.

VENDORS MUST COMPLETE ALL INFORMATION INDICATED UNDER THE LINE ITEM(S) SPECIFIED, OR THE ENTIRE BID RESPONSE WILL BE REJECTED. ALL INFORMATION/BLANKS UNDER THE LINE ITEM(S) MUST BE COMPLETED OR YOUR BID WILL BE REJECTED.

PACKAGING:

BIDS ARE REQUIRED IN UNITS AS SPECIFIED AND PACKAGED AS INDICATED IN THE ITEM LISTING. ALTERNATE PACKAGING WILL NOT BE CONSIDERED.

ALTERNATE PACKAGING BID ON ANY LINE ITEM(S) WILL BE REJECTED

REJECTED PRODUCTS:

THE COST OF RETURN FREIGHT AND ANY STORAGE COST OF REJECTED PRODUCT

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OR OTHER EXPENSES INCURRED BY ALABAMA DEPARTMENT OF CORRECTIONS INSTITUTIONAL SERVICES DIVISION DUE TO FAILURE TO CONFORM TO SPECIFICATIONS, (DEFECTIVE PRODUCTS ETC..) WILL BE CHARGED TO THE AWARDED VENDOR.

*****DELIVERY PROCEDURE INFORMATION*****

- (A) UPON RECEIPT OF THE PURCHASE ORDER(PO) THE AWARDED VENDOR OR THE VENDOR/MANUFACTURER FREIGHT CARRIER REPRESENTATIVE SHOULD CONTACT VIA EMAIL, THE DEPARTMENT OF CORRECTIONS TO SCHEDULE DELIVERY (SEE CONTACT INFORMATION BELOW).

*CONTACT DOC REPRESENTATIVES, VIA EMAIL ONLY, TO SCHEDULE DELIVERY:

KYLE.BAYER@DOC.ALABAMA.GOV

*****IMPORTANT INFORMATION*****
*WHEN DELIVERY CAN NOT BE CONFIRMED AFTER EMAILING DOC TO SCHEDULE DELIVERY, (ALLOW 48 HOURS OR TWO (2) BUSINESS DAYS FOR DOC RESPONSE), CONTACT: SCOTT CORNETTE, DOC WAREHOUSE DIRECTOR AT:

SCOTT.CORNETTE@DOC.ALABAMA.GOV

IF NO EMAIL RESPONSE IS RECEIVED AFTER 72 HOURS OR THREE (3) BUSINESS DAYS FROM DOC, CONTACT THE DOC PROCUREMENT OFFICER IMMEDIATELY!

DOC PROCUREMENT OFFICER: BETH.BURNETT@DOC.ALABAMA.GOV

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- (B) THE DEPARTMENT OF CORRECTIONS WILL ACCEPT DELIVERY UNLESS IT IS AGREED BETWEEN THE VENDOR OR THE VENDOR/MANUFACTURER FREIGHT CARRIER REPRESENTATIVE AND THE DEPARTMENT THAT THE SCHEDULED DELIVERY AGREEMENT HAS CHANGED. ALL DELIVERY CHANGES MUST BE CONFIRMED IN WRITING AND AGREED BETWEEN BOTH PARTIES VIA EMAIL.

**ONLY SCHEDULED & CONFIRMED DELIVERIES VIA EMAIL WILL BE ACCEPTED

NOTE: NO DELIVERIES ARE ACCEPTED ON WEEKENDS OR ALABAMA LEGAL HOLIDAYS. DELIVERY TIMES ARE BETWEEN 7:00AM UNTIL 2:00PM UNLESS AGREEMENT IS MADE IN WRITING BETWEEN DOC AND THE AWARDED VENDOR.

- (C) ANY CHANGES TO THE SCHEDULED DELIVERY SHALL BE A MINIMUM OF TWO BUSINESS DAYS, AGREED AND CONFIRMED IN WRITING VIA EMAIL BETWEEN THE DEPARTMENT AND THE VENDOR OR VENDOR/MANUFACTURER FREIGHT CARRIER REPRESENTATIVE.

- (D) UNFORESEEN EVENTS DELAYING DELIVERY SUCH AS (I.E.), ACCIDENTS OR EXTREME WEATHER CONDITIONS ETC... MAY EXEMPT THE VENDOR OR VENDOR/ MANUFACTURER FREIGHT CARRIER REPRESENTATIVE FROM THE SCHEDULED DELIVERY AGREEMENT WITH THE DEPARTMENT OF CORRECTIONS. STATE PURCHASING WILL MAKE THIS DETERMINATION WITH DOCUMENTATION FROM THE VENDOR OR VENDOR/MANUFACTURER FREIGHT CARRIER REPRESENTATIVE AND THE DEPARTMENT OF CORRECTIONS.

FAILURE OF THE VENDOR/MANUFACTURER FREIGHT CARRIER REPRESENTATIVE TO FOLLOW THE DELIVERY TERMS AND CONDITIONS MAY RESULT IN CANCELLATION OF THE CONTRACT AND ANY OUTSTANDING PURCHASE ORDERS BY STATE PURCHASING.

FAILURE OF THE DEPARTMENT TO FOLLOW THE DELIVERY TERMS AND CONDITIONS MAY RESULT IN THE DEPARTMENT PAYING SHIPPING COSTS, BOTH WAYS, FOR THE PRODUCT THAT WAS SHIPPED. STATE PURCHASING WILL DETERMINE MATTERS REGARDING CONTRACT CANCELLATION AND SHIPPING COSTS.

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NO DELIVERIES ARE ACCEPTED OR SCHEDULED ON WEEKENDS OR ALABAMA'S
LEGAL HOLIDAYS. DELIVERY TIMES ARE ONLY BETWEEN 7:00AM UNTIL 2:00PM
CENTRAL TIME.

*****DOCUMENTATION FOR DELIVERY*****

ALL PACKING SLIPS MUST CONTAIN PURCHASE ORDER NUMBER(S) OR THEY WILL
BE REJECTED. PRODUCT MUST BE PALLETIZED AND SHRINK WRAPPED ON A
STANDARD 4-WAY PALLET 40" X 48", NORMALLY 48 CASES TO A PALLET.
ALL PRODUCTS MUST BE PALLETIZED AND SHRINK WRAPPED UNLESS INDICATED
ON THE BID OTHERWISE OR AGREED IN WRITING BETWEEN DOC AND VENDOR(S).

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN
PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR
RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE
BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD, AS DETERMINED BY
THE STATE PURCHASING DIRECTOR.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN
THE BID PRICES.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A
FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF
FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT.
AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME
VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE
STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE
PAYMENT OF ACCRUED AGREEMENT PAYMENT.

***** INSTRUCTIONS FOR SAMPLES(S) *****

SAMPLE(S) ARE NOT REQUIRED WITH THE ITB RESPONSE BUT MAY BE
REQUESTED DURING THE EVALUATION PERIOD, AND MUST BE PROVIDED
WITHIN 7 BUSINESS DAYS OF WRITTEN DOCUMENTED REQUEST BY THE
THE DEPARTMENT OF CORRECTIONS.

ALL REQUESTED SAMPLES ARE NON-RETURNABLE UNLESS THE POSTAGE/FREIGHT
IS PAID BY THE VENDOR. DOC IS NOT RESPONSIBLE FOR RETURNING VENDOR
SAMPLES.

ANY ADDITIONAL SAMPLE(S) OF A PREVIOUSLY EVALUATED AND ACCEPTED
SAMPLE(S) BY THE DEPARTMENT OF CORRECTIONS, CAN ONLY BE REQUESTED FOR
EVALUATION BY STATE PURCHASING ONLY.

SAMPLE(S) AND/OR ADDITIONAL INFORMATION MUST BE RECEIVED WITHIN
SEVEN (7) BUSINESS DAYS AFTER REQUEST OR THE LINE ITEM(S) BID
WILL BE REJECTED.

WHEN SAMPLE(S) ARE REQUESTED THEY MUST BE PROVIDED TO THE STATE AT NO
CHARGE AND SHOULD BE LABELED WITH THE FOLLOWING INFORMATION:

VENDOR'S NAME, BID NUMBER, LINE NUMBER, MANUFACTURER'S
(PACKERS) NAME, BRAND OR LABEL.

***** IMPORTANT INFORMATION *****

ALL SAMPLES RECEIVED FROM VENDORS THAT HAVE NOT BEEN REQUESTED BY THE
DEPARTMENT OF CORRECTIONS OR STATE PURCHASING, WILL NOT BE A PART OF
THE EVALUATION OF THIS ITB.

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IT IS THE VENDOR'S RESPONSIBILITY TO READ THIS ENTIRE DOCUMENT FROM
BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND
CONDITIONS OF THE ITB.

REMINDER: BIDDERS MUST SUBMIT AN ORIGINAL AND A MINIMUM OF ONE EXACT,
COMPLETE COPY (INCLUDING SIGNATURE AND NOTARY) OF THE BID AS SHOWN ON
PAGE 2 OF THIS ITB, OR YOUR BID WILL BE REJECTED.

BIDDERS MAY SUBMIT ONLY REQUIRED PAGES OF THE BID WITH ATTACHMENTS.

REMEMBER:

ALL PRODUCT(S) MUST BE PALLETIZED AND SHRINK WRAPPED UNLESS INDICATED
ON THE BID OTHERWISE OR AGREED IN WRITING BETWEEN DOC AND VENDOR(S).

ALTERNATE PACKAGING BID WILL BE REJECTED FOR ALL LINE ITEM(S)

FOR SPECIFICATION QUESTIONS CONTACT (VIA EMAIL ONLY):
BETH.BURNETT@DOC.ALABAMA.GOV FOR SPECIFICATION QUESTIONS.

FOR PROCEDURAL QUESTIONS CONTACT THE BUYER, WENDY PENTON @
334-353-7176 OR WENDY.PENTON@PURCHASING.ALABAMA.GOV

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: 005044 / 0001					
DEPT OF CORRECTIONS					
SHIPPING WAREHOUSE					
2699 MARON SPILLWAY					
ELMORE AL 36025					
00001	COMMODITY CODE: 640-50-068121 CUPS, COLD WATER CONICAL 4-1/2 OZ WHITE 1-PIECE, SINGLE WRAP, DRY WAXED, PLAIN, ROLLED RIM EDGE. INVENTORY #Q0620	81	CS		
MFR: NO:					
NUMBER PER CASE:					
PACKAGING: 5 M PER CASE					
00002	COMMODITY CODE: 640-15-032956 BAGS, PAPER #25, 6" X 3 5/8" X 11 1/6", 6 LB GROCERY BAG, 500/SLEEVE, 2000/BALE INVENTORY #Q0582	472000	EA		
MFR: BRAND:					
00003	COMMODITY CODE: 640-60-050799 TRAY, SERVING 5 COMPARTMENT DISPOSABLE SIZE: 8.25" X 10.18" X 1.12" COLOR: WHITE. 500 UNITS/CASE, 125 UNITS/SLEEVE. INVENTORY #P0569	2304	CS		
MFR: STK#					

PAGE TOTAL

BID TOTAL